

**CDM**

environmental engineers, scientists,  
planners, & management consultants

5/13/88  
K.Y.  
CAMP DRESSER & McKEE INC.

200 West Adams Street, Suite 1600  
Chicago, Illinois 60606  
312 786-1313

US EPA RECORDS CENTER REGION 5



513970

May 13, 1988

Mr. Gregg Kulma  
Regional Project Officer  
U.S. Environmental Protection Agency  
230 South Dearborn Street  
Chicago, Illinois 60604

Mr. Paul Bitter  
Remedial Project Manger  
U.S. Environmental Protection Agency  
230 South Dearborn Street  
Chicago, Illinois 60604

Subject: Work Plan Approval in Preparation for Project  
Close-Out of Reilly Tar and Chemical Site

Work Assignment No.: 76-5L06

Project: REM II - EPA Contract No. 68-01-6939

Document No.: 177-WP1-WP-GDDT-1

Dear Messrs. Kulma and Bitter:

In preparation for close-out of the Reilly Tar and Chemical Site, it is necessary that a work plan based on costs incurred to date and close-out costs be approved. The attached Work Assignment Form and Optional Form 60 in conjunction with this letter will serve as the complete work plan for this work assignment.

On February 12, 1985, CDM Annandale and Roy F. Weston, Inc., received an unsigned Work Assignment from EPA to perform an RI/FS at the Reilly Tar and Chemical Company Site. On February 28, a signed copy of the same Work Assignment was received by CDM. One week later, on March 8, 1985, CDM received a revised Work Assignment (Doc. No. 177-WP1-IO-AUUU-1) from EPA which expanded the RI portion of the study. In accordance with the revised Work Assignment, CDM submitted a Work Plan Memorandum (Doc. No. 177-WP1-WM-AVAW-2) to EPA on April 3, 1985. After receiving EPA comments, the Work Plan Memorandum was resubmitted with an EPA exceptions memo dated April 10. The exception memo set up a meeting which occurred April 16, 1985 between Roy F. Weston, Inc., MPCA, USGS and EPA. On April 19, R. M. Bart, Weston's Project Manager sent a memo summarizing the results of the meeting to John W. Hawthorne of CDM, stating that CH<sub>2</sub>M Hill had been assigned the RI portion of the work and Roy F. Weston had been assigned the FS. On April 26, 1985, CDM submitted an Interim Work Assignment Amendment

22510/43

Mr. Gregg Kulma  
Mr. Paul Bitter  
May 13, 1988  
Page - 2 -

(Doc. No. 177-WP1-EP-BAUW-1) requesting additional LOE hours because of the new scope of work.

On August 23, 1985, EPA notified CDM in writing that the Reilly Tar and Chemical Project had been closed out. A Work Assignment Completion Report (Doc. No. 999-RG5-EP-7777-1) was submitted to EPA on September 27, 1985.

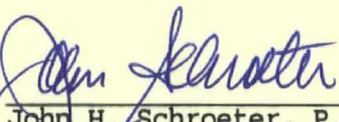
The Optional Form 60 gives the costs incurred to date on this project prior to cancellation. Also included in the summary table are the additional costs estimated to be incurred to close-out the contract. Currently, 509 LOE hours have been incurred to date at a cost of \$30,125. Total project LOE hours and costs are given in the Optional Form 60.

Close-out activities will include: preparation and submission of this work plan, completion of Work Assignment Completion Report, finalization and invoicing of the Phase II Award Fee, submission of final invoice and file transfer.

As you are aware, approval of this work plan is necessary before project close-out can be completed. If you have any questions or if we can provide any assistance, please call me or the Site Manager, Rik Lantz.

Sincerely,

CAMP DRESSER & McKEE INC.

  
John H. Schroeter, P.E.  
Region V Manager

JHS/RL:wg

Attachments

cc: J. Garforth, Contracting Officer, U.S. EPA  
R. Quinn, Project Officer, U.S. EPA  
J. Kingscott, Region V Coordinator, U.S. EPA  
Jun Yoshitani, CDM  
Rich Culver, FPC  
Document Control  
File 177-00

22510/43



PERFORMANCE OF REMEDIAL RESPONSE  
ACTIVITIES AT UNCONTROLLED HAZARDOUS  
WASTE SITES (REM II)

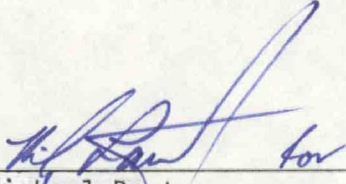
U.S. EPA CONTRACT NO. 68-01-6939

WORK PLAN  
FOR  
CLOSE-OUT OF THE REILLY TAR  
AND CHEMICAL SITE

MAY 1988

EPA Work Assignment No.: 76-5L06  
REM II Document No.: 177-WP1-WP-GDDT-1


Prepared By:

  
Michael Bort  
REM II Site Manager

Date:

5/16/88

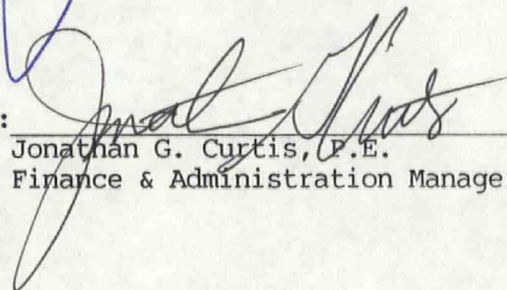
Approved By:

  
John H. Schroeter, P.E.  
REM II Region V Manager

Date:

5/13/88

Approved By:

  
Jonathan G. Curtis, P.E.  
Finance & Administration Manager

Date:

5/25/88

# REM II REMEDIAL RESPONSE TEAM

<b>TO:</b> Mr. Paul Bitter U.S. Environmental Protection Agency		<b>DATE</b> May 26, 1988
		<b>SITE NAME</b> Reilly Tar
<b>FROM:</b> REGION <u>V</u> (NAME) TYPE OR PRINT <u>Dawn M. Kazmierczak</u> SIGNATURE <u><i>Dawn M. Kazmierczak</i></u>		<b>SITE NUMBER</b> 177
		<b>DOCUMENT CONTROL NO.</b> 177-WP1-WP-GDDT-1

THE FOLLOWING DOCUMENT(S)  
ARE TRANSMITTED:

☒ HEREWITH

☐ UNDER SEPARATE COVER

☐ BY MESSENGER

☐ OTHER( )

TITLE	NO. OF COPIES	CIRCULATION
Work Plan Approval in Preparation for Project Closeout of Reilly Tar and Chemical Site (Ref. Doc. No. 177-WP1-WP-GDDT)	5	

THE DOCUMENTS CAN BE CLASSIFIED AS THE FOLLOWING:

☐ APPROVED

☐ RETURNED FOR CORRECTION AND RESUBMITTAL

☐ APPROVED AS NOTED

☐ PER YOUR REQUEST

☐ FOR YOUR INFORMATION

☐ CLASSIFIED CONFIDENTIAL

☒ OTHER: Distribution

NOTE:

THE LISTED DOCUMENTS ARE TO BE RETURNED TO: \_\_\_\_\_

ON THE FOLLOWING DATE: \_\_\_\_\_

REMIS: Task Detail by Firm  
as of 04/23/88

REMIS: JCSUBTASK.RPT  
DATE : 5/05/88  
PAGE : 1

SITE 177 - REILLY TAR  
WORK ASSIGNMENT 114F - 76-5L06.1

SITE MANAGER - MICHAEL R. BORT  
WA MANAGER - MICHAEL R. BORT

REGION 5  
LEAD FIRM - RFW

	Prof Hrs	Prof \$	Supp Hrs	Supp \$	Equipment	Travel	ODCS	Sub Pool	W/O Fees	All Fees	Total
Phase WP1											
ADMIN - ADMINISTRATION											
Incurred FPC	0	0	0	0	0	0	0	0	0	46	46
CDM	3	302	8	229	0	0	3	0	534	19	553
Subtotal	3	302	8	229	0	0	3	0	534	64	599
RFW	29	1928	15	294	0	62	5	0	2289	80	2369
Total Incurred:	32	2231	23	523	0	62	8	0	2823	145	2968
Budgeted:	42	2400	10	243	0	460	265	0	3368		
Variance:	10	169	-12	-279	0	398	257	0	544		
DELOE - WORK PLAN MEMO											
Incurred FPC	0	0	0	0	0	0	0	0	0	446	446
CDM	1	39	1	20	0	0	28	0	86	212	299
Subtotal	1	39	1	20	0	0	28	0	86	659	745
CLE	0	0	0	0	0	0	0	0	0	31	31
ICF	0	0	0	0	0	0	0	0	0	429	429
RFW	53	2304	22	573	0	24	218	0	3119	1091	4210
Total Incurred:	54	2343	23	592	0	24	246	0	3205	2210	5415
Budgeted:	78	2827	24	583	0	0	260	0	3670		
Variance:	24	484	1	-9	0	-24	13	0	464		
INTRT - INTERIM RPT.											
Incurred FPC	0	0	0	0	0	0	0	0	0	77	77
Subtotal	0	0	0	0	0	0	0	0	0	77	77
RFW	94	3621	7	230	0	0	3	0	3853	135	3988
Total Incurred:	94	3621	7	230	0	0	3	0	3853	212	4065
Budgeted:	68	2280	24	583	0	490	1220	0	4573		
Variance:	-26	-1340	17	353	0	490	1217	0	720		

REMIS: Task Detail by Firm  
as of 04/23/88

REMIS: JCSUBTASK.RPT  
DATE : 5/05/88  
PAGE : 2

SITE 177 - REILLY TAR  
WORK ASSIGNMENT 114F - 76-5L06.1

SITE MANAGER - MICHAEL R. BORT  
WA MANAGER - MICHAEL R. BORT

REGION 5  
LEAD FIRM - RFW

	Prof Hrs	Prof \$	Supp Hrs	Supp \$	Equipment	Travel	ODCS	Sub Pool	W/O Fees	All Fees	Total
PRPLN - PROJECT PLAN											
Incurred FPC	0	0	0	0	0	0	0	0	0	8	8
Subtotal	0	0	0	0	0	0	0	0	0	8	8
RFW	0	0	7	191	0	35	176	0	402	14	416
Total Incurred:	0	0	7	191	0	35	176	0	402	22	424
Budgeted:	28	1293	8	194	0	0	295	0	1782		
Variance:	28	1293	1	3	0	-34	118	0	1380		
QUALT - QUALITATIVE ANAL											
Incurred FPC	0	0	0	0	0	0	0	0	0	4	4
Subtotal	0	0	0	0	0	0	0	0	0	4	4
RFW	0	0	5	205	0	0	0	0	205	7	212
Total Incurred:	0	0	5	205	0	0	0	0	205	11	216
Budgeted:	24	1785	24	583	0	0	100	0	2468		
Variance:	24	1785	19	378	0	0	100	0	2263		
WKPLN - WORK PLAN											
Incurred FPC	0	0	0	0	0	0	0	0	0	323	323
Subtotal	0	0	0	0	0	0	0	0	0	323	323
CLE	12	579	3	74	0	0	10	0	663	23	686
RFW	317	13268	41	1179	0	705	333	0	15486	542	16028
Total Incurred:	329	13847	44	1253	0	705	344	0	16149	888	17037
Budgeted:	170	7073	64	1553	0	460	625	0	9711		
Variance:	-159	-6774	20	299	0	-245	281	0	-6438		

REMIS: Task Detail by Firm  
as of 04/23/88

REMIS: JCSUBTASK.RPT  
DATE : 5/05/88  
PAGE : 3

SITE 177 - REILLY TAR  
WORK ASSIGNMENT 114F - 76-5L06.1

SITE MANAGER - MICHAEL R. BORT  
WA MANAGER - MICHAEL R. BORT

REGION 5  
LEAD FIRM - RFW

		Prof Hrs	Prof \$	Supp Hrs	Supp \$	Equipment	Travel	ODCS	Sub Pool	W/O Fees	All Fees	Total
-----												
Totals for Phase WP1												
Incurred	FPC	0	0	0	0	0	0	0	0	0	904	904
	CDM	4	341	9	249	0	0	31	0	621	231	852
Subtotal		4	341	9	249	0	0	31	0	621	1135	1756
Phase WP1	CLE	12	579	3	74	0	0	10	0	663	54	717
	ICF	0	0	0	0	0	0	0	0	0	429	429
	RFW	493	21122	96	2670	0	826	736	0	25353	1869	27223
	Total:	509	22041	107	2993	0	826	777	0	26637	3488	30125
Task2-BUD:		410	17658	154	3739	0	1410	2765	0	25572	0	25572
Variance:		-98	-4383	46	745	0	583	1988	0	-1065	-3488	-4553
-----												
Totals for WA 114F												
Incurred	FPC	0	0	0	0	0	0	0	0	0	904	904
	CDM	4	341	9	249	0	0	31	0	621	231	852
Subtotal		4	341	9	249	0	0	31	0	621	1135	1756
114F	CLE	12	579	3	74	0	0	10	0	663	54	717
	ICF	0	0	0	0	0	0	0	0	0	429	429
	RFW	493	21122	96	2670	0	826	736	0	25353	1869	27223
	Total Incurred:	509	22041	107	2993	0	826	777	0	26637	3488	30125
Budgeted:		410	17658	154	3739	0	1410	2765	0	25572	1673	27245
Variance:		-98	-4383	46	745	0	583	1988	0	-1065	-1815	-2880

**CONTRACT PRICING PROPOSAL**  
(Research and Development)

Office of Management and Budget  
Approval No. 29-R0184

This form is for use when (i) submission of cost or pricing data is required and (ii) submission for the Optional Form 99 is authorized by contracting officer.

Page No.:

1

No. of Pages:

3

Name of Operator:  
CDM Federal Programs Corporation

Supplies and/or Services to be Furnished:

Home Office Address:  
13135 Lee Jackson Memorial Highway, Suite 200  
Fairfax, VA 22033

Reilly Tar and Chemical  
Work Plan

Division and Locations(s) where work to be performed:  
Fairfax, VA and others

Total Proposal Amount:  
\$31,403

Solicitation No.  
W.A. 76-5L06

**DETAIL DESCRIPTION OF COST ELEMENTS**

**TOTAL COST**

1. DIRECT MATERIAL  
2. MATERIAL OVERHEAD

**3. DIRECT LABOR:**

	EST HOURS	RATE/HOUR	EST COST	
Prof. LOE Hours	0		\$0	
Support Hours	0		\$0	
<b>TOTAL DIRECT LABOR</b>	////////	////////	////////	\$0

**4. LABOR OVERHEAD:**

	O.H. RATE	X BASE=	EST COST	
	33.6%	\$0	\$0	
	44.0%	\$0	\$0	
<b>TOTAL LABOR OVERHEAD</b>	////////	////////	////////	\$0

**5. SPECIAL TESTING:**

**6. SPECIAL EQUIPMENT:**

**7. TRAVEL:**

TRANSPORTATION:  
D. PER DIEM SUBSISTENCE

**TOTAL TRAVEL**

\$729  
\$0

////////

\$0

\$729

**8. CONSULTANTS**

LOE Hours  
Camp Dresser & McKee Inc. 4 \$620  
R. F. Weston 493 \$27,889  
Clement Associates 12 \$729  
Total Team Subcontractors 509 \$29,238  
Subcontract Pool \$0

**TOTAL CONSULTANTS**

\$29,238  
\$0

////////

\$29,238

**9. OTHER DIRECT COSTS**

\$0

**10. TOTAL DIRECT COST AND OVERHEAD**

\$29,967

**11. G & A EXPENSE** 5.0% of Cost Items 1,2,3,4,6,7,8b,9 (less Incurred)

\$0

3.7% of Cost Item 8a (less Incurred)

\$0

**13. TOTAL ESTIMATED COST**

\$29,967

**14. FEE OR PROFIT** See Exhibit A

\$1,436

**15. TOTAL ESTIMATED COST AND FEE OR PROFIT**

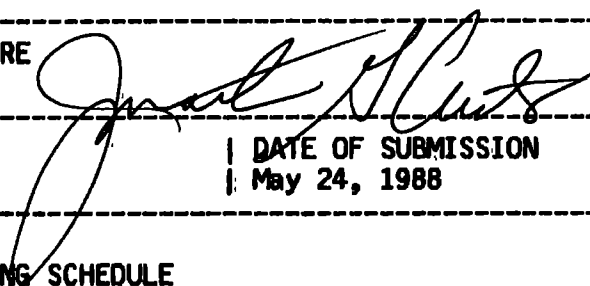
\$31,403



-----  
This proposal is submitted for use in conjunction with and in response to (Describe RFP, etc.)  
Work Assignment No. 76-5L06  
and reflects our best estimates as of this date.  
-----

TYPED NAME AND TITLE  
Jonathan G. Curtis, Senior Vice President

SIGNATURE



NAME OF FIRM  
CDM Federal Programs Corporation

DATE OF SUBMISSION  
May 24, 1988  
-----

EXHIBIT A - SUPPORTING SCHEDULE

8. CONSULTANTS

R. F. Weston

	Hours	\$
Professional Labor Incurred to Date	493	\$21,122
Clerical Labor Incurred to Date	96	\$2,670
Total Labor	589	\$23,792
Travel Incurred to Date		\$826
Other Direct Costs Incurred to Date		\$736
Subtotal		\$25,354
Fee		\$2,535
Total		\$27,889

continued on next page

-----  
I. Has any Executive Agency of the United States government performed any review of your accounts or records in connection with any other government prime contract or subcontract within the past year?

X Yes \_ No

Name and address of reviewing office and individual  
USEPA, 150 Causeway ST., Boston, MA, Mr. Paul McKechnie

Telephone Number/Extension  
(617)223-0940  
-----

II. Will you require the use of any government property in the performance of this proposed contract?

X Yes \_ No Government property has been furnished under Program Management.

-----  
III. Do you require government contract financing to perform this proposed contract?

X Yes \_ No (If yes, identify.): \_ Advance payments X Progress payments \_ Guaranteed loans

-----  
IV. Do you now hold any contract for the same or similar work called for by this contract?

X Yes \_ No (If yes, identify.): This is an amendment to Contract No. 68-01-6939

-----  
V. Does this cost summary conform with the cost principles set forth in Agency regulations?

X Yes \_ No  
-----

Exhibit A (continued)

8. CONSULTANTS (continued)

Clement Associates

	Hours	\$
Professional Labor Incurred to Date	12	\$579
Clerical Labor Incurred to Date	3	\$74
Total Labor	15	\$653
Other Direct Costs Incurred to Date		\$10
Subtotal		\$663
Fee		\$66
Total		\$729

14. FEE OR PROFIT

BASE	\$568
PHASE 1 AWARD	\$561
PHASE 2 AWARD	\$307
Total Fee	\$1,436

**CONTRACT PRICING PROPOSAL**  
(Research and Development)

Office of Management and Budget  
Approval No. 29-R0184

This form is for use when (i) submission of cost or pricing data is required and (ii) submission for the Optional Form 99 is authorized by contracting officer.

Page No.:

1

No. of Pages:

2

Name of Operator:

Camp Dresser & McKee Inc.

Supplies and/or Services to be Furnished:

Reilly Tar and Chemical  
Work Plan

Home Office Address:

One Center Plaza  
Boston, MA 02108

Division and Location(s) where work to be performed:  
Fairfax, VA, Chicago, IL, and others

Total Proposal Amount: \$620

Solicitation No.  
W.A. 76-5L06

**DETAIL DESCRIPTION OF COST ELEMENTS**

**TOTAL COST**

1. DIRECT MATERIAL

2. MATERIAL OVERHEAD

3. DIRECT LABOR: See Exhibit A

EST HOURS

RATE/HOUR

EST COST

Professional LOE

4

\$130

Support Hours

9

\$95

TOTAL DIRECT LABOR

//////////

//////////

//////////

\$225

4. LABOR OVERHEAD:

O.H. RATE

X BASE=

EST COST

Overhead

161.90%

\$225

\$364

TOTAL LABOR OVERHEAD

//////////

//////////

//////////

\$364

5. SPECIAL TESTING:

6. SPECIAL EQUIPMENT:

7. TRAVEL:

8. TRANSPORTATION

9. PER DIEM SUBSISTENCE

\$0

\$0

TOTAL TRAVEL

//////////

\$0

\$0

8. CONSULTANTS

LOE Hours

Total Team Subcontractors

\$0

Subcontract Pool

\$0

TOTAL CONSULTANTS

//////////

\$0

9. OTHER DIRECT COSTS

See Exhibit A

\$31

10.

TOTAL DIRECT COST AND OVERHEAD

\$620

11. GENERAL AND ADMINISTRATIVE EXPENSE

0.00%

\$0

12. ROYALTIES

13.

TOTAL ESTIMATED COST

\$620

14. FEE OR PROFIT

See CDM FPC OF60

\$0

15.

TOTAL ESTIMATED COST AND FEE OR PROFIT

\$620

-----  
This proposal is submitted for use in conjunction with and in response to (Describe RFP, etc.)  
Work Assignment No. 76-5L06  
and reflects our best estimates as of this date.  
-----

TYPED NAME AND TITLE  
Jonathan G. Curtis, Senior Vice President

SIGNATURE

NAME OF FIRM  
Camp Dresser & McKee Inc.

DATE OF SUBMISSION  
May 24, 1988  
-----

EXHIBIT A - SUPPORTING SCHEDULE

3. DIRECT LABOR

Category	Hours	Rate	\$
Professional Incurred to Date	4		\$130
Professional Total	4		\$130
Support Incurred to Date	9		\$95
Support total	9		\$95
Direct Labor	13		\$225

9. OTHER DIRECT COSTS

ODCs Incurred to Date	\$31
Total Other Direct Costs	\$31

-----  
I. Has any Executive Agency of the United States government performed any review of your accounts or records in connection with any other government prime contract or subcontract within the past year?

X Yes ☐ No

Name and address of reviewing office and individual  
USEPA, 150 Causeway ST., Boston, MA, Mr. Paul McKechnie

Telephone Number/Extension  
(617)223-0940  
-----

II. Will you require the use of any government property in the performance of this proposed contract?

X Yes ☐ No Government property has been furnished under Program Management.

-----  
III. Do you require government contract financing to perform this proposed contract?

X Yes ☐ No (If yes, identify.): Advance payments X Progress payments ☐ Guaranteed loans

-----  
IV. Do you now hold any contract for the same or similar work called for by this contract?

X Yes ☐ No (If yes, identify.): This is an amendment to Contract No. 68-01-6939

-----  
V. Does this cost summary conform with the cost principles set forth in Agency regulations?

X Yes ☐ No  
-----



## USEPA

## WORK ASSIGNMENT FORM

## 1. WORK ASSIGNMENT INFORMATION

PROJECT NAME: Reilly Tar and Chemical CONTRACTOR: CDM/Weston WORK ASSIGNMENT NO.: 76-5L06  
ACTIVITY: RI/FS EPA CONTRACT NO.: 68-01-6939 REVISION NO.: \_\_\_\_\_  
DATE: May 10, 1988 CONTRACTOR CONTROL NO.: Doc. #177-WP1-WP-GDDT-1 MODIFICATION NO.: \_\_\_\_\_  
(Contracting Officer Use Only)

## 2. DESCRIPTION OF ACTION:

☐ NEW WORK ASSIGNMENT

- Interim SOW, schedule, and LOE
- Complete SOW estimated budget and schedules

REQUIRED APPROVAL

EPA REGION/  
HEADQUARTERS☐ INTERIM AMENDMENT

- Change in LOE, Scope by task
- Add additional tasks or funds

☐ INCREMENTAL FUNDINGEPA REGION/  
HEADQUARTERS☐ PARTIAL WORK PLAN APPROVAL

- ☒
- FINAL WORK PLAN APPROVAL
- Approval of work plan
  - Add funds

- ☐
- AMENDMENT TO FINAL WORK PLAN APPROVAL
- Change in LOE, scope or budget by task
  - Add additional task or funds (include OF 60 or SF 1411)

EPA REGION/  
HEADQUARTERS☐ TECHNICAL DIRECTION MEMORANDUM

- Detailed scope, budget and schedule
- Revise expenditure level
- Minor shift within SOW

(All changes must be within overall scope, budget, and LOE approved by EPA CO)

EPA REGION

☒ WORK ASSIGNMENT COMPLETION NOTIFICATION (NO ATTACHMENTS)

- Contractor originates
- Regional determination
- When signed by CO, this constitutes a stop work order

CONTRACTOR

## 3. BUDGET INFORMATION

	TOTAL FUNDING RECEIVED \$*	INTERIM BUDGET		APPROVED WORK PLAN BUDGET		EXPENDITURE LIMIT (EL) (1)**	
		(TECHNICAL LOE)	(\$)*	(TECHNICAL LOE)	(\$)*	(TECHNICAL LOE)	(\$)
CURRENT	53,000			0	0		
THIS ACTION				509	31,403		
TOTAL				509	31,403		
* Option - dollar estimate may be tracked regionally in expenditure limit block EPA estimated LOE hours of entire WA		* INCLUDES FEES		* INCLUDES FEES		(1) ESTABLISHED BY RPM/RPO	

## 4. WA COMPLETION DATE

CURRENT: May 10, 1988 REVISED: \_\_\_\_\_

## 5. EPA COMMENTS:

This project will be closed out.

## 6. APPROVALS

## CONTRACTOR SIGNATURES:

SITE MANAGER/FIRM

REGIONAL MANAGER/FIRM

## EPA SIGNATURES:

REGIONAL PROJECT MANAGER

REGIONAL PROJECT OFFICER

DATE

DATE

- ☐ APPROVED AS SUBMITTED  
☐ APPROVED WITH CHANGES  
☐ NOT APPROVED

SIGNATURE OF CONTRACTING OFFICER

DATE APPROVED

CC: EPA Project Officer  
RPM/RPO  
Contractor  
EPA Contracting Officer (when only expenditure limit column is used)

ATTACH STATEMENT OF WORK  
(PER DESCRIPTION OF ACTION)

\*\* EL is Never to Exceed Total Funding Received

UPDATE 2/12/87

REM 1002



## WORK ASSIGNMENT FORM (WAF) INSTRUCTIONS

### 1. WORK ASSIGNMENT INFORMATION

- **Project Name** - Site name or assignment abbreviation as stated in the WA.
- **Contractor** - Prime contractor
- **Work Assignment No.** - Number of the WA task as stated in the master contract.
- **Activity** - The activity that is being performed.
- **EPA Contract No.** - Number of master contract under which work is being performed.
- **Revision No.** - "Initial" for new WA. Each subsequent submission of the WAF will be sequentially numbered (1,2,3,4) for each approved submission. Should be assigned by the EPA CO.
- **Date** - Date the form is prepared
- **Contractor Control No.** - Number assigned by the Contractor as internal control.
- **Modification No.** - To be supplied by the EPA Contracting Officer

### 2. DESCRIPTION OF ACTION

- **New Work Assignment** - Checked by EPA upon issuance of new WA.
- **Interim Amendment** - Checked for all revisions to a WA (prior to WP approval) which changes SOW, LOE, dollars, entire project schedule, or adds additional Contractor tasks. This action requires the attached submission of a SOW, budget spreadsheets (which present the estimated budget by task), and a detailed schedule of interim tasks.
- **Incremental Funding** - Is given through an EPA contract modification. Is used when the current funding level is not sufficient compared to the approved work plan. Provides additional funds for a project at any time when that project is only partially funded.
- **Partial WP Approval** - Checked when WP is approved as partial. Attachments include SOW, budget as summarized on signed SF-1411 or OF-60, and schedule.
- **Final WP Approval** - Checked when WP is approved as final. Attachments include SOW, budget as summarized on signed SF-1411 or OF-60, and schedule.
- **Amendment to Final WP Approval** - Checked when the final approved WP is revised to reflect a change in SOW, budget or schedule. This action requires the attached submission of a change in the SOW, budget spreadsheets summarized on signed SF-1411 or OF-60, and/or detailed schedule with explanation as appropriate, and any required supporting information. May require additional funding and purchase request.
- **Technical Direction Memorandum** - Checked when the execution of the WP is phased and the phasing of the work is within the approved SOW, budget, and schedule. This action, which is approved at the EPA Regional level, requires the attached submission of a SOW, budget, and schedule to define the phased work to be performed within the limits of the approved WP.
- **Work Assignment Completion Notification** - Checked and submitted by the Contractor upon completion of the work assignment. EPA CO signature will constitute a stop work order. There are no attachments.

### 3. BUDGET INFORMATION - In all cases, LOE shown will be strictly technical LOE. The accompanying spreadsheets will show non-technical LOE if firm's overhead structure requires.

- **Current** - Show the most recent cost data consistent with the WA status.
- **This Action** - Show the budget change being proposed in accordance with the WAF action being requested.
- **Total** - Show the summation of the current and this action lines that will become the new CURRENT when approved.
- **Total Funding Received** - Total dollar amount which has been authorized for the WA by the EPA CO through contract modifications.
- **Interim Budget** - The approved current budget for the WA prior to final WP approval.
- **Approved WP Budget** - The approved total budget for the WA reflecting technical LOE and total estimated cost. Must be supported by SF-1411 or OF-60. This includes partial work plan approvals.
- **Expenditure Limit (EL)** - The budget authorized by the EPA RPM and RPO for use by the Contractor. These columns will normally be used to track phased expenditure limits associated with phased WA. It allows the EPA Region to release partial funds associated with the phase of work being accomplished and it allows the responsibility for the monitoring and reallocation of these funds to remain at the Regional level. This allows for better control while reducing approval delays. The EL is never to exceed total funding received. The EL will be set by Regional EPA.

### 4. WA COMPLETION DATE - Identifies the date upon which the entire WA is to be completed and allows for the tracking of revisions to this date.

### 5. EPA COMMENTS - Used for EPA comments if additional explanation is needed.

### 6. APPROVAL - Signature blocks for document approval by defined stages of the WA and approval action taken by the EPA CO. Approval of the CO will be required in all cases except the Expenditure Limit column. The EPA Regional RPM/RPO may approve Expenditure Limits provided the amount is within the total funding received and the work is consistent with the approved WP and schedule. Upon approval of the Expenditure Limit by the EPA Region, a copy shall be sent to the EPA CO PO by the Region.